

Please note: This form is to be filled in, printed, then FAXed or mailed to your servicing PSD

(Office Symbol) Date:

MEMORANDUM

From:

To: Finance and Accounting Officer, ATTN: AFZH-RMH-PM

SUBJECT: Application for Temporary Lodging Expenses (TLE)

1. I certify that I,

(rank) (full name) (ssn)

used temporary lodging as part of my PCS to my new duty station.

I checked out of (old duty station) on (date)

I checked in to (new duty station) on (date)

DAILY ITEMIZATION OF EXPENSES

DATE	LODGING LOCATION	COST	NUMBER OF PERSONS MBR/SPOUSE/CHILD			FACILITIES AVAIL FOR PREP OF MEALS		STAYING WITH FRIEND OR RELATIVES	
						YES	NO	YES	NO
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2. If meals were consumed in Government mess, specify date(s) and number of meals:

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3. Spouse's Name

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Is spouse in military? Yes ☐ No ☐ If yes, spouses SSN:

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4.

Name of Dependent Children DOB of Children

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5. TLE ENTITLEMENT: Total of ten days, at either old or new PDS, authorized on CONUS to CONUS PCS, ten days for OCONUS to CONUS PCS, and five days for CONUS to OCONUS PCS.

6. Enclosed are **TWO** copies of HFL 1727, PCS orders and amendments, and lodging receipt.

7. Use of available Government quarters is **required** including temporary lodging facilities in the area of the old or new PDS. If Government quarters are not available, the members's certification is required to support the claim. To be reimbursed for commercial lodging when Government quarters are not available members must also sign the statement at the bottom of this form.

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Signature/Date

Enclosures

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I CERTIFY THAT GOVERNMENT QUARTERS WERE NOT AVAILABLE FOR THE PERIOD TLE IS CLAIMED IN ITEM 1 ABOVE.

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Signature/Date

Reset

